



SEL CERT

Skills Development and Certification
for Trainers of Synchronous
Electronic Learning

UNIT 2.1

UNIT TITLE

Technological Literacy in the SEL
Environment

UNIT OVERVIEW

Summary: This unit refers to the changes needed for the learning activities in the technological domain to be transformed into electronic ones. Additionally, the unit indicates the importance of engagement and the proper design of inaugural and closing meeting in SEL.

This Unit focuses on:

- 1) The technological standards for SEL Trainers
- 2) The training techniques which could get transformed from asynchronous to synchronous

Slides of Unit: 37

Duration: 1h 55m

All the Topics consist of Sub-topics.

Learning Outcomes

IN TERMS OF KNOWLEDGE:

1. Define minimum digital skills for the trainer that will deliver SEL
2. Name the training techniques (e.g., lecture, role play, experiential workshops, etc.) applicable in synchronous electronic learning

Learning Outcomes

IN TERMS OF SKILLS:

1. Design, use, and moderate chat messaging tools
2. Design an online inaugural (including guidelines for the learners to SEL tools, interoperability of platforms, etc.) and closing meeting
3. Design engagement strategies and approaches for the involvement to the participation (including ice breakers, energizers, team collaboration and learning, and other strategies)
4. Integrate asynchronous/face to face elements to SEL context

Learning Outcomes

IN TERMS OF COMPETENCIES:

1. Model and deliver effective ICT literacy

UNIT TOPICS



1. Essential Digital Skills for Trainers

2. Training Techniques in SEL

TECHNOLOGICAL LITERACY AND SEL

Why is the “tool” of technology important in learning?

Learner’s knowledge into action.

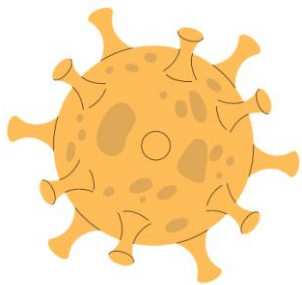
Increased Collaboration and Communication

Personalised Learning Opportunities

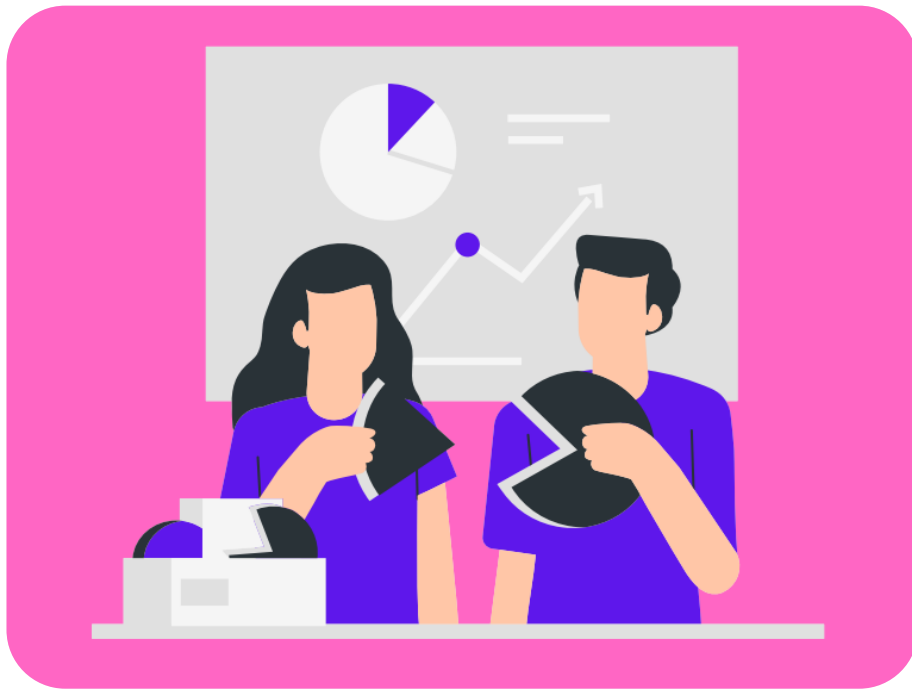
Time Saving; Effective Learning

DIGITAL SKILLS FOR TRAINERS

ARE DIGITAL SKILLS NECESSARY FOR TRAINERS?



ESSENTIAL DIGITAL SKILLS FOR TRAINERS



Education, Teaching, and Learning have been considerably affected by Technology.



The Science of Education



The Art of Teaching



Students and Teachers

ESSENTIAL DIGITAL SKILLS FOR TRAINERS

DIGITAL SKILLS: enable people to use technology for a wide range of purposes including working, **learning**, shopping, information, entertainment, and participation in the society.

“Digital skills required today are different from those required 5 years ago, which highlights the need to develop basic digital skills but also skills for continuous updating in lifelong learning.”



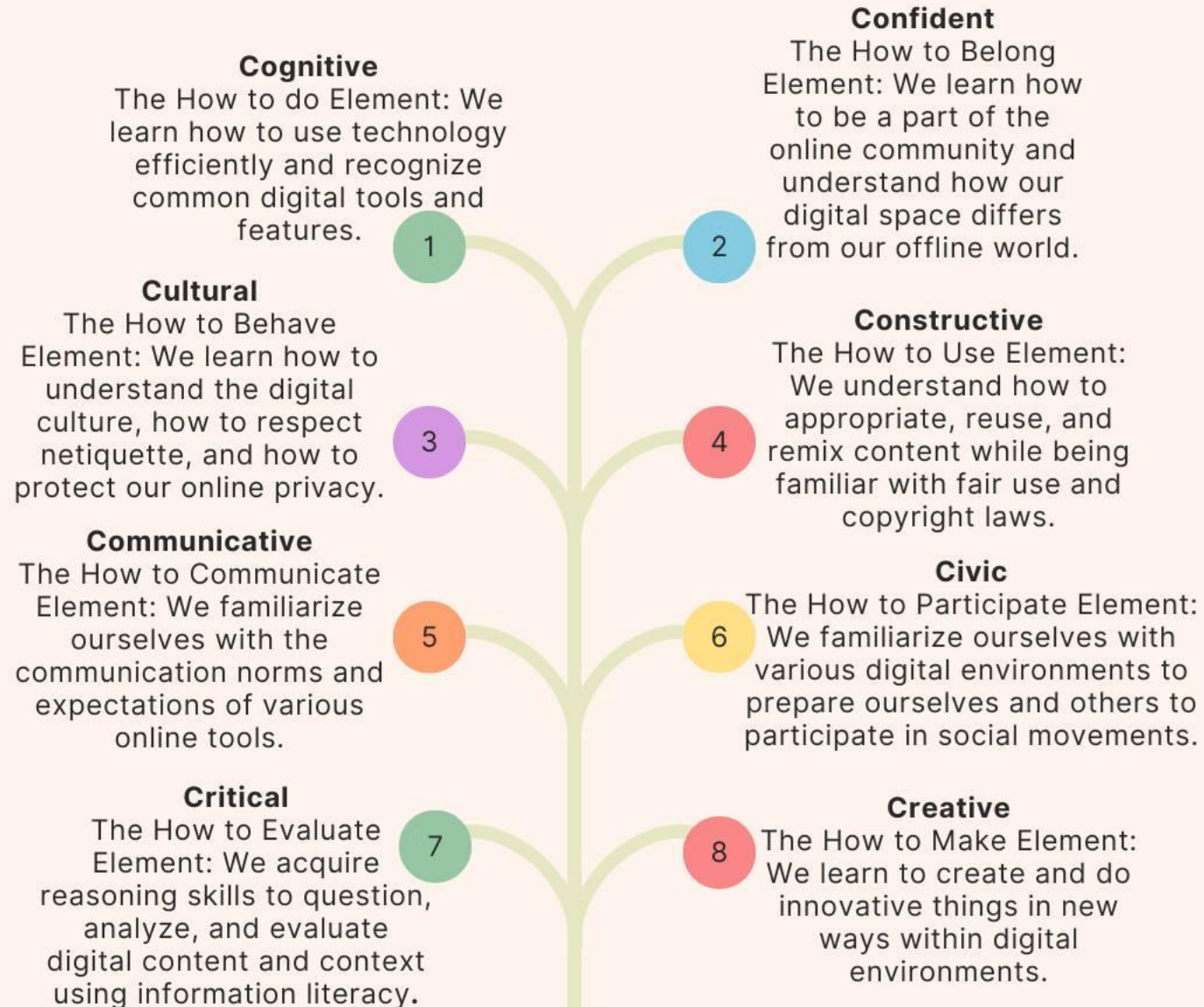
ESSENTIAL DIGITAL SKILLS FOR TRAINERS



Educator and researcher Doug Belshaw discusses his digital literacy (or rather digital literacies) framework: the eight essential elements of digital are, according to Belshaw, the cognitive, the constructive, the communicative, the civic, the critical, the creative, the confident and the cultural.

THE 8 ELEMENTS OF DIGITAL LITERACY

DR. DOUG BELSHAW'S MODEL



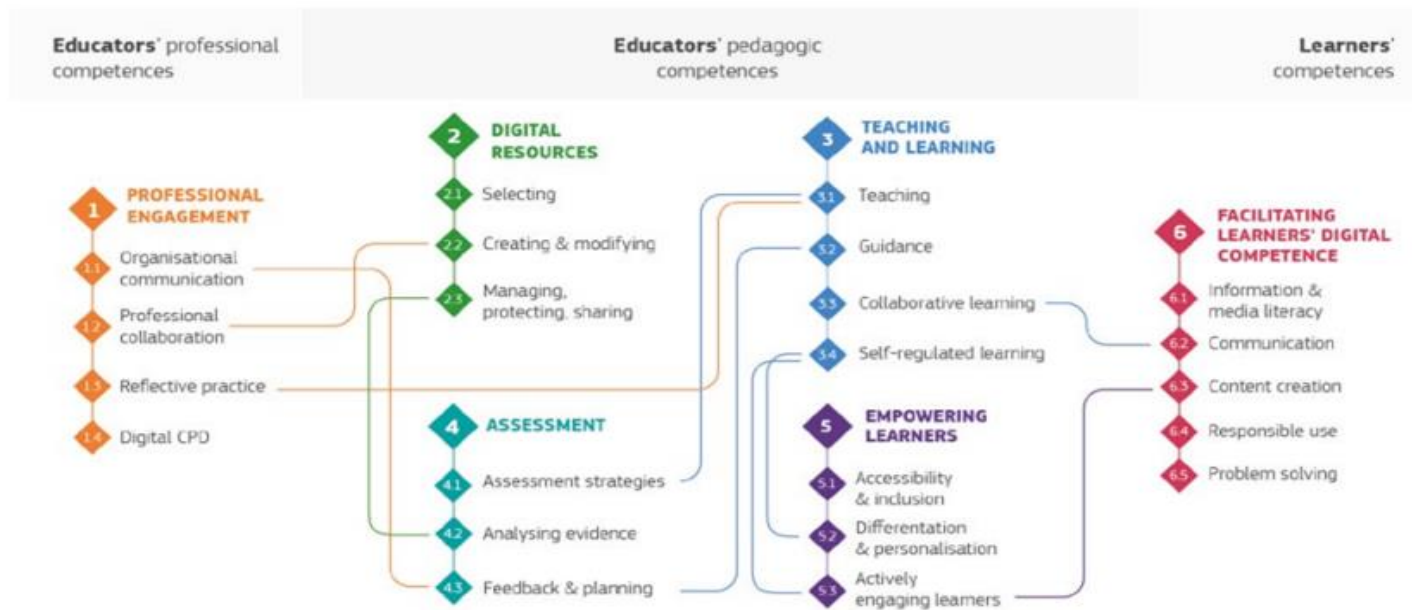
ESSENTIAL DIGITAL
SKILLS FOR
TRAINERS

ESSENTIAL DIGITAL SKILLS FOR TRAINERS



ESSENTIAL DIGITAL SKILLS FOR TRAINERS

Digital Competence Framework for Educators (DigCompEdu)

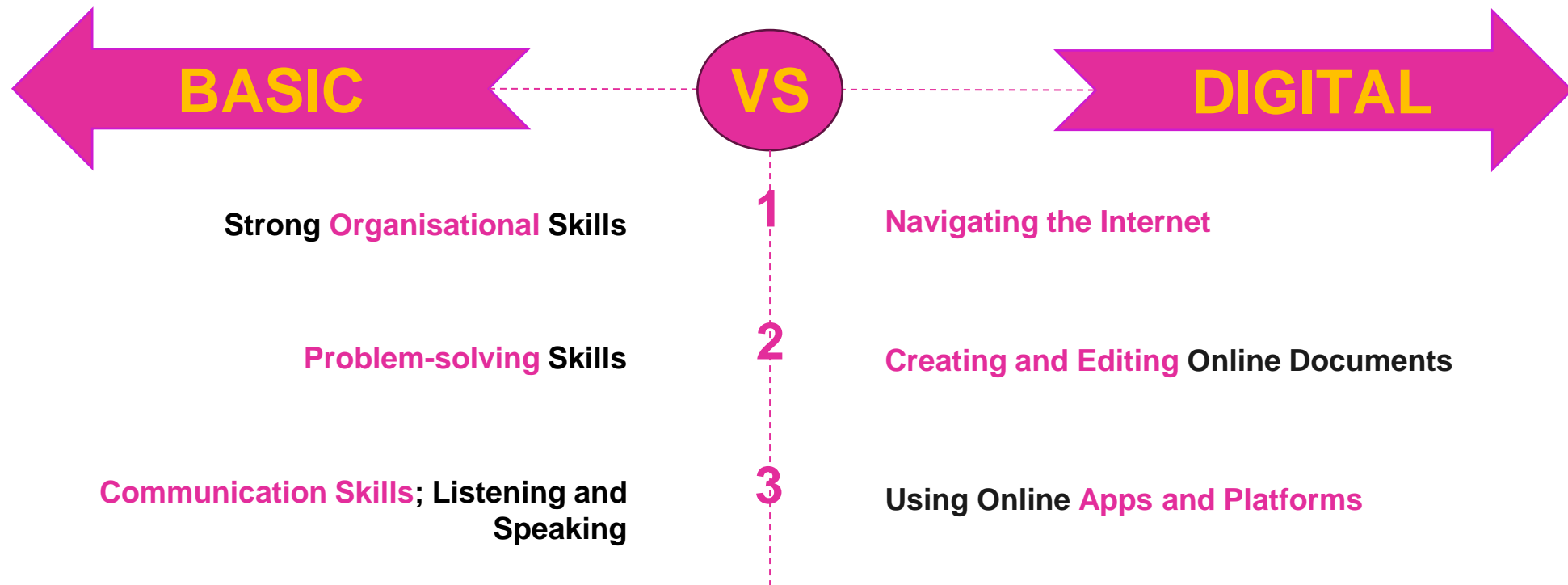


GROUP EXERCISE:

IDENTIFY THE SKILLS AND/OR CHARACTERISTICS OF THE IN-CLASS TRAINERS
AND THE SEL TRAINERS

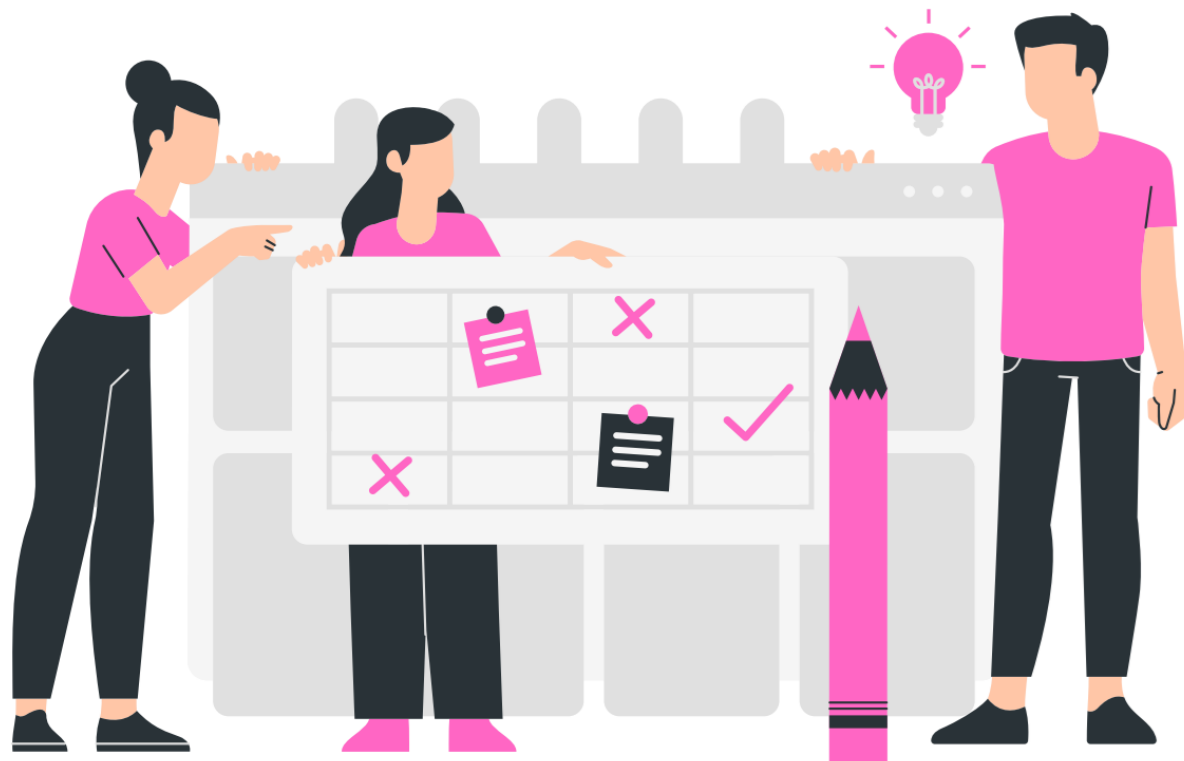


ESSENTIAL DIGITAL SKILLS FOR SEL TRAINERS



Disclaimer: Both basic and digital skills are necessary for SEL Trainers.

TRAINING TECHNIQUES IN SEL



TRAINING TECHNIQUES IN CONVENTIONAL TRAINING AND IN SEL



Lecture



Discussion



Video Projection



Experiential Workshop



Group Exercise

TRAINING TECHNIQUES IN CONVENTIONAL TRAINING AND IN SEL



Role Playing



Simulation



Individual Exercise



Case Study



Questions and Answers

GROUP EXERCISE:

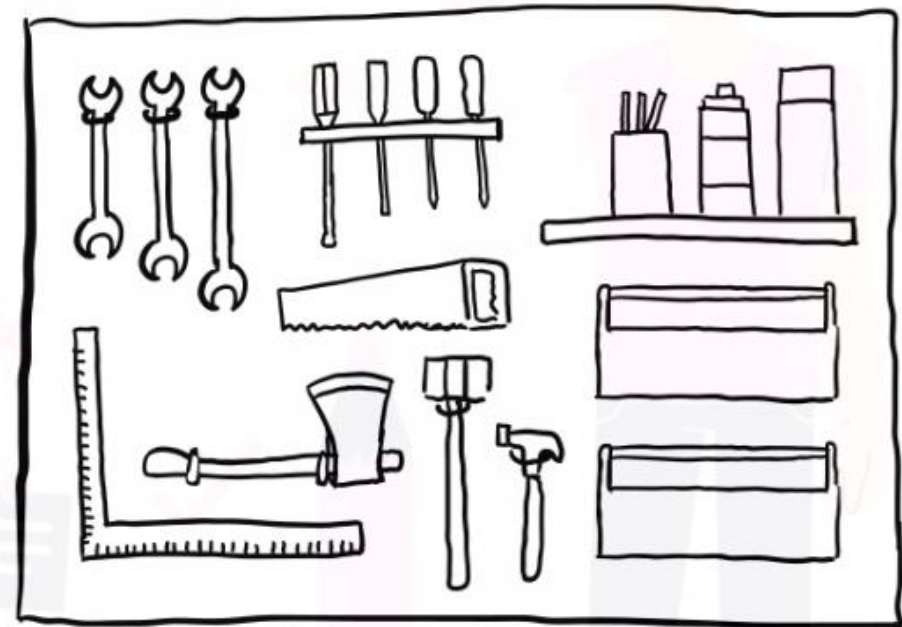
CHOOSE A TRAINING TECHNIQUE AND PRESENT IT FOR SEL



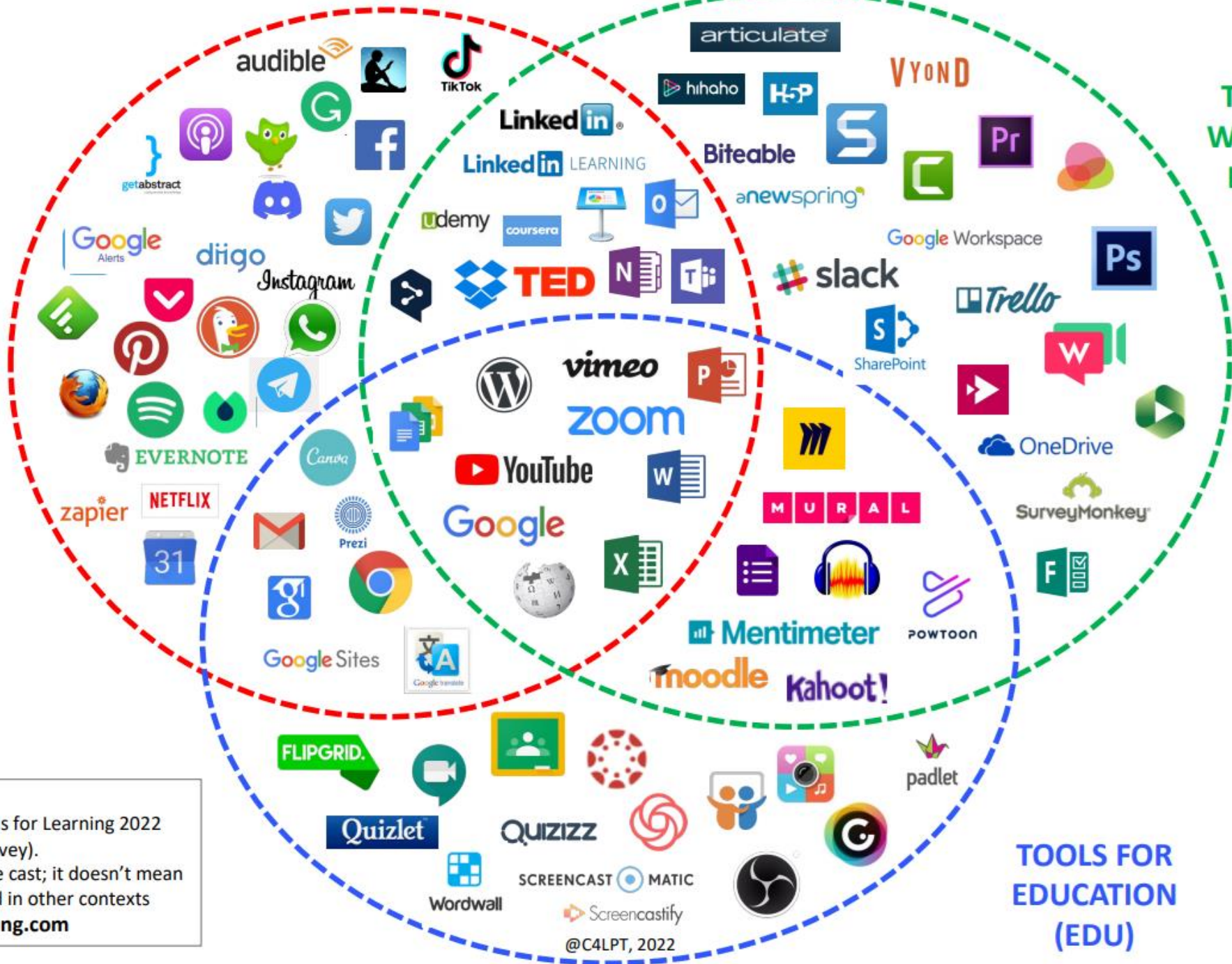
TRAINING TECHNIQUES IN SEL

DISCUSSION:

WHAT **DIGITAL TOOLS** ARE YOU GOING TO USE FOR THE DELIVERY OF YOUR TRAINING TECHNIQUES?



**TOOLS FOR
PERSONAL LEARNING
(PPL)**

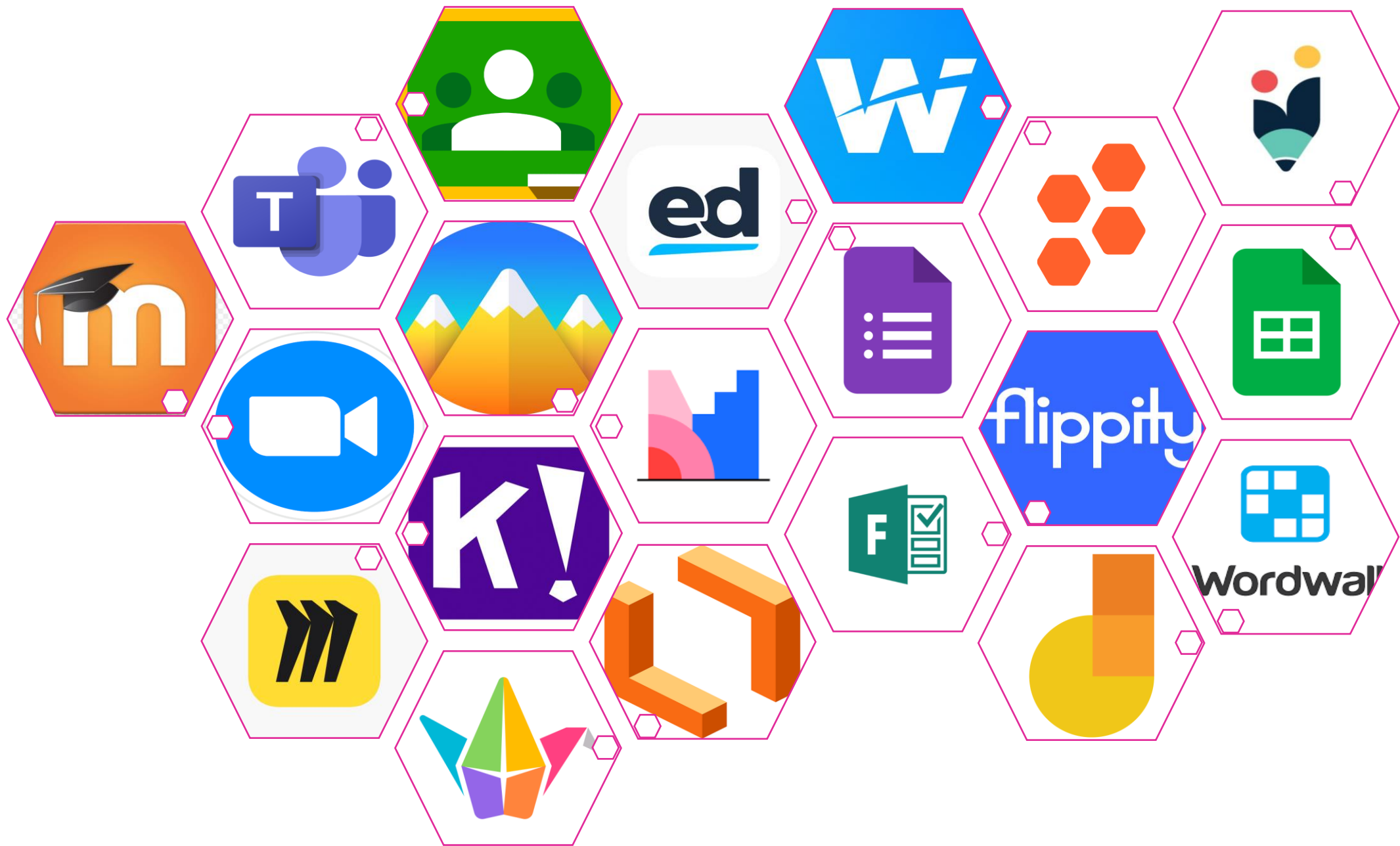


**TOOLS FOR
WORKPLACE
LEARNING
(WPL)**

**TOOLS FOR
EDUCATION
(EDU)**

NOTE

Here are the results of the Top 100 Tools for Learning 2022 (from the 16th annual survey). This graphic shows where most votes were cast; it doesn't mean that these tools aren't or can't be used in other contexts
Jane Hart, TopTools4Learning.com



DIGITAL TOOLS FOR THE SEL ENVIRONMENT

Office Tools and Suites

Google Docs, Word
PowerPoint, Google Slides, Prezi
Apple Keynote
Google Sheets, Excel
Google Drive, DropBox, OneDrive
Gmail, Outlook
OneNote, Evernote

Content Development Tools

Snagit,
Camtasia, Screencast-O-Matic, Loom,
Screencastify,
Canva, Genially, Adobe Photoshop,
Audacity, Vyond, Powtoon, Biteable,
Adobe Premiere Pro, Panopto, OBS
Studio, MS Stream, hihaho, H5P,
Thinglink, Google Forms, Survey Monkey,
MS Forms, WordPress, Google Sites

DIGITAL TOOLS FOR THE SEL ENVIRONMENT

Learning Tools & Platforms

Articulate, Camtasia, Easygenerator,
Google Classroom, Moodle, Canvas,
Wordwall, Live Worksheets,
Quizizz, Quizlet,
aNewSpring, LinkedIn Learning, Udemy,
Coursera, Duolingo

Social & Collab. Platforms

Microsoft Teams, Zoom, Google Meet,
Whereby, Flipgrid, Slack, Trello,
SharePoint, Google Workspace,
Whatsapp, Telegram, Discord, Kahoot,
Mentimeter, Miro, Mural, Padlet, Google
Calendar, LinkedIn, Twitter, Instagram,
Facebook, TikTok

DIGITAL TOOLS FOR THE SEL ENVIRONMENT

Web Tools & Platforms

Google Chrome, Firefox, Google, DuckDuckGo, Google Scholar, Wikipedia, DeepL, Google Translate, Kindle Reader App, Audible, Blinkist, getAbstract, Spotify, Apple Podcasts, YouTube, Vimeo, Netflix, TED Talks

DIGITAL TOOLS FOR THE SEL ENVIRONMENT

Usage of Digital Tools for:

- ✓ Ice-breakers
- ✓ Energizers
- ✓ Team Collaboration Activities
- ✓ Engagement Activities



GROUP EXERCISE:

DESIGN A TRAINING ACTIVITY WITH THE USE OF DIGITAL TOOLS

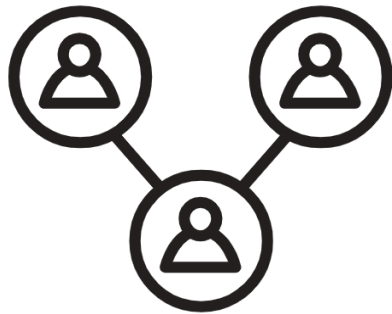


ASYNCHRONOUS AND FACE-TO-FACE ELEMENTS UTILISED IN SEL

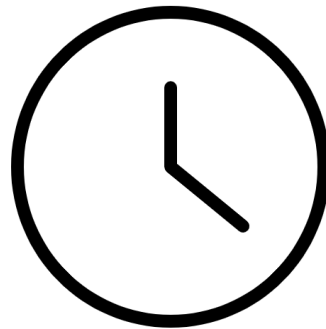
Discussion:

Mention some asynchronous and face-to-face training elements.
How could they be integrated in SEL?

ASYNCHRONOUS AND FACE-TO-FACE ELEMENTS UTILISED IN SEL



Facilitate online
and **in person**
interactions



Allow students to
learn at **different**
speeds



Blend
asynchronous
elements directly

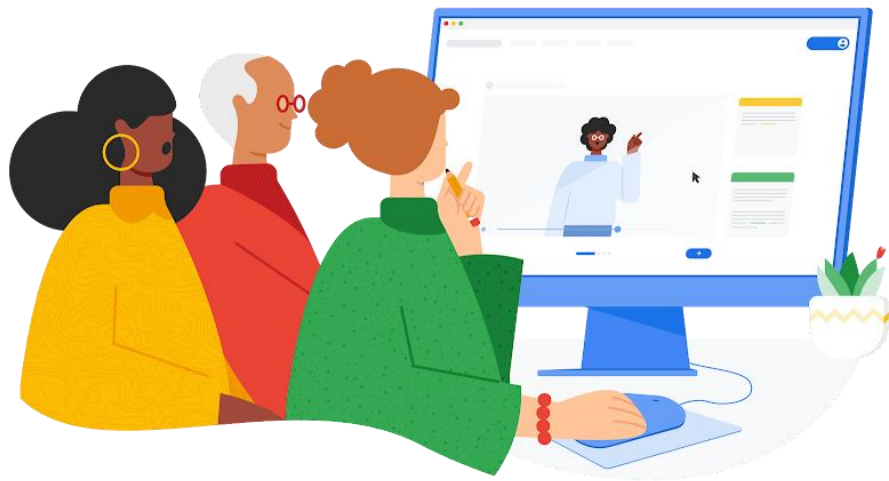
DESIGNING AN ONLINE INAUGURAL MEETING WITHIN THE SEL CONTEXT

1. Setting the training aim - **Make it visually attractive**
2. Setting the training objectives - **Make them visually attractive**
3. Presenting the structure of the training - **Make it visually attractive**
4. Setting the rules of the training - **Consider that the training is online and set rules that apply in the SEL environment**
5. Implementing an ice-breaking activity - **Select an ice-breaker supported by a digital tool**
6. Making Introductions - **Give the trainees the space to introduce themselves in an interactive way (e.g., by raising virtual hands, by giving them the floor as they appear on the screen, freely, etc.) and/or with the use of visual elements (e.g., by displaying pictures indicating their name and occupation, etc.)**

DESIGNING AN ONLINE CLOSING MEETING WITHIN THE SEL CONTEXT

1. Recap and Summarize – **Make this section visually attractive/Use an online tool**
2. Document decisions and outcomes – **Use an online tool**
3. Address Unresolved Issues – **Use an online interactive tool (the trainees writing their questions and the trainer and/or the group providing answers in real time)**
4. Provide a reaction evaluation questionnaire – **Develop an online form; use a QR code instead of a link**
5. Provide a learning evaluation questionnaire – **Develop a quiz using an online tool; use a QR code instead of a link**

RECAP



Q AND A



THANK YOU!!!



SOURCES

1. <https://uteach.io/articles/virtual-trainer-skills>
2. [CHAPTER 7: Synchronous and Asynchronous Activities – Guide to Blended Learning \(col.org\)](#)
3. [Balancing Synchronous and Asynchronous Activities | Teaching Commons \(stanford.edu\)](#)
4. <https://ahaslides.com/blog/7-online-tools-for-trainers/>
5. <https://www.talentlms.com/blog/essential-skills-training-tools-for-trainers/>
6. https://www.eitdigital.eu/fileadmin/2022/ecosystem/makers-shapers/reports/EIT-Digital_Report_The-Future-of-Education-for-Digital-Skills.pdf
7. [Basic digital skills | Digital Skills and Jobs Platform \(europa.eu\)](#)

YOU ARE USING TRAINING MATERIALS
FOR SKILLS DEVELOPMENT AND CERTIFICATION FOR TRAINERS OF SYNCHRONOUS ELECTRONIC LEARNING .

SELCERT PROJECT BROUGHT TOGETHER A GROUP OF PARTNERS WITH DIVERSE EXPERTISE TO DEVELOP A QUALIFICATION FRAMEWORK,
A PROGRAMME AND CERTIFICATION SCHEMES FOR THE TRAINER OF SYNCHRONOUS ELECTRONIC TRAINING.

OUR PARTNERS HAVE EXTENSIVE EXPERTISE IN EDUCATION, VET EDUCATION AND LIFE-LONG LEARNING, BUT ALSO EXPERTISE IN TECHNOLOGICAL AND CERTIFICATION MATTERS.

selcert.projectsgallery.eu



OUR CONSORTIUM OF PARTNERS
CONSISTS OF COLLEAGUES FROM SEVEN DIFFERENT ORGANIZATIONS,
REPRESENTING FIVE DIFFERENT COUNTRIES OF THE EUROPEAN UNION.

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